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Executive Registry

3-8393

MAR 25 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Transfer of Personnel from Central Processing Branch (PDC) to Passenger Movement Branch of Transportation Division (P&SO)

REFERENCE: (1) Staff Study of 5 February 1953, subject, "Proposed Transfer of Personnel from Central Processing Branch to Transportation Division (P&SO)".
(2) Memorandum of 12 March 1953 from Assistant Director (Personnel) to DD/A on same subject.

1. We concur in the recommendation of the AD/Personnel for the transfer of the Passenger Movement Branch of Transportation Division, P&SO to the Central Processing Branch. While making the above referenced staff study, which was primarily directed toward the transportation aspects of the work, we concluded that there was a distinct possibility of a smoother operation if the travel activity were transferred to Central Processing Branch but in view of the fact that a recent determination had been made to include travel in the Transportation Division function we did not pursue the matter.

2. The above referenced staff study as indicated therein under ASSUMPTIONS, was based on a belief that a determination had been made to the effect that all transportation functions should be the responsibility of the Transportation Division. At the time Transportation Division was transferred from Administrative Services (now General Services) to P&SO, I suggested, and Mr. Garrison agreed, that the travel activity was not of particular interest to P&SO.

3. It should be noted that the study recognized the need for a clear determination as to administrative direction and provided that such direction would be the responsibility of CPB. The actual result would be technical direction by Transportation Division that, rather than being comparable to "two men pushing the same wheelbarrow", would be more nearly comparable to the situation existing in various offices where there are personnel officers who are under the technical direction of the Personnel Office.

4. While the memorandum of 12 March refers to the transfer of the transportation function, we assume that the recommendation is actually for the transfer of the Passenger Movement Branch. The work of this Branch includes, in addition to actual passenger

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transportation, the shipment of household effects. We believe that shipments of household effects should be handled by the same unit handling the passenger transportation. With respect to the saving of five positions mentioned in the memorandum of 12 March, it should be noted that the staff study provided for the elimination of four positions.

5. We agree that the central processing operation should be in the Personnel Office.

6. We also agree with the recommendation of the AD/Personnel that, regardless of organizational location, the functions should be kept together. The above referenced staff study provided that this be done. We feel that under the assumption stated in the staff study our recommendations would eliminate the duplication and provide for proper assignment of responsibility which were the principal problems leading to the study.

7. However, if it is decided to reconsider the matter of assigning to P&SO the entire responsibility for all transportation, we suggest that the staff study and the memorandum of 12 March be referred to this office for coordination with P&SO before taking further action.

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W. L. PEEL
Management Officer

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